

Memorandum of Understanding
International Federation of Professional and
Technical Employees (IFPTE), Local 28
And
The NASA Glenn Research Center

This agreement supplements Article 15 of the collective bargaining agreement. The following sections are hereby added to that article:

Section 15.14. Delivery of disciplinary proposal letters will be handled in the following manner:

- a. Employees will be required to pick up their disciplinary proposal letters (proposal for suspensions, change to lower grade or removal from Federal service) from the proposing official. If they are represented by the union, the designated union representative may pick up the letter on behalf of the employee. Proposal letters for employees on extended leave will be mailed to the employee's home address with a copy to the designated union representative.
- b. The employee will be notified by the proposing official of the date and time the letter must be picked up via e-mail. If the employee is represented by the union, the designated union representative will also be notified of the date/time via e-mail. The letter will be available in a sealed envelope with a copy for the employee's union representative (if one has been designated). The employee will be responsible for providing a copy to his/her union representative. Anyone picking up a proposed disciplinary letter will be required to sign an acknowledgement of receipt notice. The acknowledgement of receipt notice will state:

"This acknowledges that I have received a proposed disciplinary letter for (name of employee) on (date) at (time)."

- c. The employee will be provided an opportunity, at the time the letter is to be picked up, to meet with the proposing official to hear directly from the proposing official the basis for the proposal and ask questions on the disciplinary decision procedure process. The union representative, if one has been designated, will attend the meeting at the request of the employee and a representative from human resources may attend this meeting at the invitation of the proposing official.
- d. It is the responsibility of the employee to ensure that the proposed disciplinary letter is picked up at the designated date/time. If the employee and/or his/her representative is not present at the designated date/time to receive the letter, an attempt to reach the employee by phone will be made. If, after these notices, the letter is not picked up as specified, the employee will be subject to being directed to attend a meeting with the proposing official for delivery of the letter at a date/time directed by the proposing official. Failure to pick up the letter as initially instructed and/or to attend the meeting with the proposing official, as

directed, without acceptable justification, may result in the initiation of further disciplinary action.

- e. Section 15.15. Notices of Decisions (including reprimands, suspensions, change to lower grade and removals) will be hand delivered to the employee. The employee's union representative will be notified of the date/time of the meeting and may attend the meeting. A representative from human resources will also be invited to attend the meeting and will be available to answer questions on the employee's appeal rights. The meeting will be used to deliver the decision letter and outline the basis for the decision to the employee. The employee will be provided the originally signed letter and the designated union representative will receive a copy of the letter, at the meeting. Notices of Decisions for employees on extended leave will be mailed to the employee's home address with a copy to the designated union representative.

Section 15.16. The parties agree that managers/supervisors have a right to meet with their employees to investigate or discuss potential conduct issues, discuss performance problems and/or to issue verbal or written counseling letters and/or deliver performance improvement plan letters. In such cases, sections 15.14 and 15.15 do not apply. The intent of this paragraph is not to change the yearly performance appraisal process.

Agreed to by:

/s/

Gwendolyn Davis

/s/

Virginia Cantwell

June 23, 2004
DATE

May 5, 2004